

Regional Interagency Coordinating Committee (RICC)

Meeting Minutes

October 18, 2004

12:00-3:00

Badland's Human Service Center

Attached Documents

2004-2005 QIP

12:00 - 1:00 New Business

Introductions

14 members were present: Missi B., Peggy C, Kristy H., Darcy H., Nancy J., Jessica K., Gilda L., Cheryl A., Dr. Mumert, Robin O., Lori P., Jill S., Dawn W., and Patty B. (4 parents)

Updated Committee Member List

New Members

Dawn Weber (parent)

Patty Bell (Right Track)

Reimbursement Forms for Parents

Discussed new reimbursement form and rules

- \$10 per $\frac{1}{2}$ hour, not to exceed \$60 per day
- All members are eligible for reimbursement
- To receive reimbursement a member must show that they are not being paid from an employer while attending the RICC meeting.
- To receive reimbursement the member must take non paid leave from work.
- Parents who attend the meeting who are not employed outside the home will also receive the reimbursement.

Approval of July 12, 2004 minutes

Training Information

Update on Sensory Integration Training - Missi

Missi gave information on the Sensory Integration Training that she attended. She felt that it was very beneficial. It was more of an intermediate course where the attendees watched lots of videos of children. The attendees then had to describe what sort of Sensory things they were seeing and decide how they could help the child.

Family Connections Conference - Jill and Missi

Jill gave information to the committee about the Family Connections Conference in Bismarck. She said that the networking was great. She also said that it was good to see all of the agencies/people come together to one spot instead of having many different trainings. The key note speakers were not the best, but the break out sessions were good.

Fragile X Conference (in SD) - Merrill and Nichole

Merrill and Nichole were not at the meeting. Some of the members had talked with Merrill and Nichole previously and they both stated that the conference was good and they felt it was very beneficial.

Peg Crane gave the committee information about the Headstart Conference. Peg Crane and Melissa Schillo gave a presentation at the conference on how to integrate motor activities into the classroom setting. Peg felt that it was a very good conference.

Nichole Tooz will be presenting information from the Fragile X conference tonight, Monday, October 18th at 7:00 at the Wellness Center.

K.I.D.S. Program Update

Staffing/Evaluator Update

KIDS has just hired a new Interventionist/Evaluator. Her name is Sheila Walters. She will be starting on October 18th.

45 Day Deadline - We are currently out of compliance and are doing what we can do to meet the deadline.

Update on current numbers (referrals and evaluations)

In 2003 KIDS received 78 referrals. As of July (2004) KIDS has received 78 referrals.

KIDS "broke the record" for number of children being served in our region (60 children - with more waiting for intakes and evaluations!)

Right Track Program Update

Patty Bell is the new Business Manager of Right Track. Kimm Sickler is currently in Hawaii training for missionary work. Patty will be taking Kimm's place at the RICC meetings.

RICC Parent Subcommittee Update

We will be meeting quarterly starting in January 2005.

Experienced Parent Program Update

Held the following activities:

- Family Picnic - July
- Transition Meeting - August
- Morning of fun at the playland in WRCC - August
- Child Development Information Night - September
- Morning at the Park - September
- Family Night Out (had a "family" meal) - October
- Swimming at WRCC - October

The following activities are coming up:

- Halloween Party
- Family Night Out
- Swimming at WRCC
- Making Christmas Cookies
- Transition Meeting

Missi, along with a Right Track Screener and a KIDS Interventionist have been giving presentations to Dickinson High School's Child Development Class, Child Careers Class, and Lifeskills Class. The teachers were very pleased with the information received and asked

if we would come back the next quarter. They also gave a presentation to the Ministerial Association. The Ministerial Association said that it was "one of the best presentations" they have had.

Part C Data Update

In order to receive updated data for our QIP for each meeting we have changed our meeting dates to the following dates: February 7th, May 2nd, August 1st, and November 7th. All meetings will begin at noon at Badlands Human Service Center.

Sensory Integration Training Discussion

The committee discussed coordinating a Sensory Integration Training for the summer of 2005. Stacy Kilwein (with West Dakota Parent and Family Resource Center) is very interested in working with us on this. The committee decided that we should set up a subcommittee to work on this project. Missi will e-mail out the subcommittee volunteers to set up a date.

12:45-2:30 Quality Improvement Plan

Review entire plan:

Target Area: Childfind/Public Awareness

The committee reviewed all data and concerns in the Childfind Target Area.

Gilda gave the most current state data information. Missi changed the data pertaining to the ND (year) to 2.23 % of children being served.

Cheryl gave information about the Outreach Headstart Program. She said that they are currently full. Robin talked about the screenings in Hettinger.

We discussed CAPTA and explained it to the committee members. We have not felt the full impact of CAPTA yet.

When reviewing the eligibility data Gilda explained the hierarchy.

1. Diagnosis
2. 25% delay in 2 areas
3. 50% delay in 1 area

4. Informed Clinical Opinion

Missi, Gilda, and Jill explained the process of collecting the data. KIDS and Right Track are currently changing some of the forms and data collection processes to allow us to make sure our data is accurate and current.

The committee also discussed the need for outpatient therapy facilities to make sure that they refer all children to the KIDS program before beginning therapy. This way the child's therapy and other medical expenses will be covered under Medicaid.

There were changes made to the following Action Steps:

1A	Establish contact with each high school through principal to provide information to health ed classes on child development and available services.	Dev. Wheel KIDS Experienced Parent RICC Coordinator	Annually beginning 9/1/2002 Presentations: 4/1/05	High school students will have an understanding of what services are available
1B	Provide information to the ministerial association by attending and presenting information at the ministerial association meeting.	RICC Members Right Track Staff KIDS Staff	8/31/2002 - met 10/31/04 - attend and present information to meeting	Ministers will have an understanding of what services are available.

1C	Educate physicians on the benefits of early referrals.	KIDS DDCM RICC Members Experienced Parent	6/05	Right Track and KIDS will receive more referrals from physicians.
----	--	---	------	---

- Set up dates and schedule people to attend physician meetings to give presentations.
- Develop basic agenda for presentation.
- Dr. Oksa is Chief of Medical Staff.
- Jill, Kimm, and Merrill will work on setting up a time during a medical staff meeting.
- Make sure to include Bowman and Hettinger Staff

1D	Produce a simple reference sheet containing red flag behaviors of Autism for physician's to refer to.	KIDS RICC Coordinator Part C RICC Subcommittee	6/05	Physicians will be more aware of red flag behaviors of Autism and will refer these children to Right Track or KIDS at an earlier age.
----	---	--	------	---

Concern: There are children who are receiving and/or referred direct therapy that are not referred for Early Intervention.

1G	Provide outpatient therapy agencies with information regarding Right Rack and Early Intervention Services	KIDS, RICC Coordinator	6/05	Right Track and KIDS will receive referrals from direct therapy service providers.
----	---	---------------------------	------	--

- Need to visit with Outpatient therapy and staff.
- Make sure to include SW Physical Therapy.
- Make sure that Outpatient therapy offices have Right Track and KIDS brochures.

1H	Educate medical community on Applied Behavior Analysis team approach for children with Autism Spectrum Disorder.	KIDS Program	9/1/04	The medical community will be more aware of options available to children with Autism.
	Set up a panel of doctors from both clinics, surrounding areas, and family members to explain ABA and the availability of it.	Merrill F., Dr. O'hara, RICC Coordinator	6/05	

- We will be keeping this as an option for a training at a later date.

Target Area: EI Services in Natural Environments

The committee reviewed all data and concerns in the Target Area of Natural Environments.

Gilda explained why/how we are currently out of compliance for the percentage of outcomes associated with Early Intervention Services that were achieved or progress was made. The changes have been made to change this and put us into compliance.

When reviewing the data relating to the percentage of Home Visits Completed, Jill explained some of the reasons that home visits may not be completed (illness, scheduling conflicts, family emergencies and events, etc). In the future KIDS will be tracking the information as to exactly why a visit is not completed. This will allow our data to be more accurate and explanatory.

When reviewing the data regarding 6 month reviews for IFSP's, it was brought to our attention that we can include the 6th month and still be in compliance. We made a note to remind interventionists that they should schedule the 6 month review at the beginning of the sixth month so it is completed by the end. At the next meeting the data will reflect this change.

We did not have data regarding the availability of childcare. Currently we are not aware of a way to accurately collect this data. The committee did state that they do know of circumstances where parents have trouble finding childcare.

The following action step/concern was added:

Concern: Percentage of completed home visits is less than 75%.

The reasons are not currently collected.

2F	Break down data will be provided to more accurately determine reasons for visits not being completed.	KIDS	1/1/05	Families will be having more visits. We will be more aware of the reasons visits are canceled
----	---	------	--------	---

2G	Add the following question to the annual questionnaire: When a visit needs to be canceled, are you offered another time/date?	KIDS	1/1/05	Families will be having more visits. We will be more aware of the reasons visits are canceled
----	---	------	--------	---

Target Area: Family Centered System of Services

The data and concerns in the Target Area of Family Centered System of Services was reviewed by the committee. There were no changes or additions.

Target Area: Early Childhood Transition

The data and concerns in the Target Area of Early Childhood Transition of Services was reviewed by the committee. There were no changes or additions.

The Meeting was adjourned. The next meeting is in February of 2005.